

ROUTING AND TRANSMITTAL SLIP

Date 26 SEP 1983

TO: (Name, office symbol, room number, building, Agency/Post)

	Initials	Date
1. D/Logistics		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, and similar actions

FROM: (Post)	Room No.—Bldg.
A/EQ/ODA		Phone No.

SC41-102

OPTIONAL FORM 41 (Rev. 7-75)
Prescribed by GSA
FPMR (41 CFR) 101-11.6

EXECUTIVE SECRETARIAT

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA		✓		
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/EEO				
14	D/Pers				
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AO/DCI				
19	C/IPD/OIS				
20					
21					
22					
SUSPENSE		Date /			

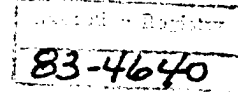
Remarks:

Executive Secretary

Date

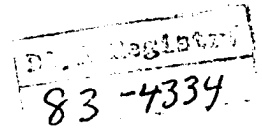
3637 (11-81)

Automatic Data Processing
 Potomac Region
 6006 Executive Boulevard
 Rockville Maryland 20852
 301 770-5400



ADP

September 20, 1983



Mr. William Casey
 Central Intelligence Agency
 George Washington Parkway
 McLean, VA 22102

Dear Mr. Casey:

Unemployment tax costs are escalating rapidly. Unlike other taxes, however, these costs can be controlled. ADP has a powerful alternative to your present Unemployment Cost Management system. It's based on professional personal service supported by ADP's expertise in data processing.

UCM services comprise the following:

- . Direct contact with each state to insure current updates in unemployment laws
- . Audits of employee benefits charged to your account
- . Ongoing consultation with employers
- . Claims processing from start to finish
- . Hearing representation (ADP win ratio of 82%)
- . Personnel training including policy and procedure guidelines
- . Management seminars and workshops at your location
- . Monthly UCM reports based on ADP computing

No matter how payrolls are prepared, employers may take advantage of ADP's UCM service. This is ADP's unique proposition.

Why not give ADP the chance to analyze your unemployment costs? A formal proposal can then be prepared, showing the benefits and cost savings to Central Intelligence Agency of using ADP.

We have done this many times for other major firms. No cost or obligation is incurred. References from existing UCM users are available.

Sincerely,

[Redacted Signature]

Vice President

P. S. UCM seminars are frequently presented by ADP. Let me know if you and/or your colleagues wish to attend one of these sessions. There's no cost or obligation.



83-4334

STAT